

COUNCIL MEETING MINUTES

Tuesday November 18, 2025

6:00pm

West Pelzer Municipal Center
30 Main Street

Those present: Mayor (Pro-tem) Jeff Lee, Council Members Tom Scarfo, Tim Williams and Johnny Rogers; Town Clerk/Administrator Paula Payton, Town Attorney Carey Murphy, Chief Zachary Owen and Officer Josh Wesley.

MOMENT OF SILENT PRAYER

PLEDGE OF ALLEGIANCE

CALL TO ORDER 6pm by Mayor Lee

APPROVAL OF MEETING MINUTES

September 9, 2025, Council Meeting

September 22, 2025, Special Called Meeting

Motion to approve by Councilman Scarfo, 2nd by Councilman Williams; all were in favor.

PRESENTATIONS AND REPORTS

Paula Payton - Clerk's & Admin Report - see attached

Chief Zachary Owen - Police Department Update - see attached

CITIZEN COMMENT (per Town Code, Sec. 2-56/sign up required/limit 3 minutes)

None

OLD BUSINESS

None

NEW BUSINESS

Resolution 2025-1118 "Appointment of Planning Commission Member"

Councilman Scarfo made a motion to approve appointment of Stone Parsons and Ken Merrill, 2nd by Councilman Williams; all were in favor.

COUNCIL COMMENTS

Councilman Williams - update on Christmas lights has already been provided

Councilman Scarfo - requested a work order for pot holes at the intersection of Burkett/Mill/Woodcock

Councilman Rogers - none

Mayor Lee - none

ADJOURNMENT

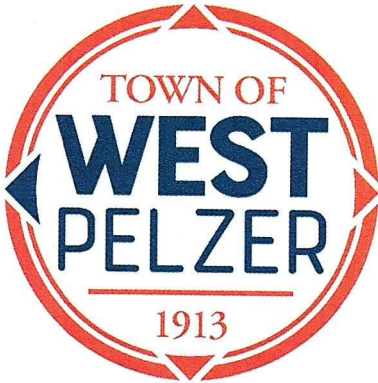
Councilman Scarfo made a motion to adjourn at 6:05pm, 2nd by Councilman Rogers; all were in favor.

Minutes prepared by:

Paula H. Payton, MMC, ABL

Town Clerk | Administrator

******Complete audio recording of meeting is available at www.westpelzer.com******



#gowest

www.westpelzer.com

To: Mayor Lee and Council

From: Paula H. Payton, MMC, ABL

Subject: Administration Report

Date: November 2025

The following are updates and information related to activities in the Town of West Pelzer and/or upcoming events. Please contact me with any questions that you may have related to these items. ppayton@westpelzer.com or 864-947-6297 ext. 101

O'Dell Community & Entrepreneur Center

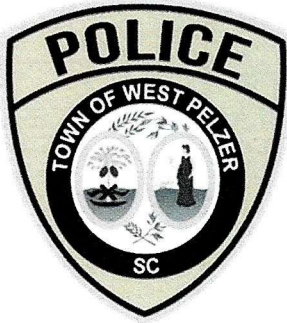
- Co-Work Space open every Tuesday, Wednesday and Thursday from 9am-3pm
- **The Gathering Place – Meals on Wheels**
 - Food & activities are provided every Monday & Friday; 10am-2pm
 - Exercise, games and crafts

Updates, Announcements & Events

- **Updates & Announcements**
 - An update was provided to Council last week via email regarding our holiday light installation project; Duke target completion date is 12/4
 - New brackets have been installed and Holiday Lights will be installed per our agreement with Duke Energy, installation no earlier than November 10 and removal no later than January 10
 - After bid request, Autech, LLC was the selected contractor
- **Upcoming Events**
 - Christmas Parade – December 6, 2025

Finance

- October 2025 Budget
 - General Fund Income \$20,871.33 ~ Expense \$51,492.09
 - Hospitality Tax Income \$6,246.79 ~ Expense \$3,233.33



**WEST PELZER POLICE DEPARTMENT
30 MAIN STREET
WEST PELZER, SOUTH CAROLINA 29669**

To: Mayor Lee & Council
From: Chief Zachary Owen
Subject: Police Department Report
Date: October 2025

*The following is statical data related to activities of the West Pelzer Police Department.
Please contact me with any questions or concerns:*

zowen@westpelzer.com

864-947-6297 ext. 103

October 2025 Statistics

• Calls for Service	103
• Traffic Stops	30
• Tickets/Warrants	25
• Warnings	2
• Reports	6
• Citizen Contacts	301

RESOLUTION NO. 2025-1118

**RESOLUTION TO APPOINT MEMBERS TO THE MUNICIPAL PLANNING & ZONING
COMMISSION FOR THE TOWN OF WEST PELZER, SOUTH CAROLINA**

WHEREAS, the Town of West Pelzer is authorized by the Town Code of Ordinances and South Carolina Local Government, and authorizes as the Mayor and Town Council deem necessary; and

WHEREAS, the Commissions have terms as required by ordinance; and

WHEREAS, following requests for nominations, the nominations presented meet all requirements set forth by ordinance; and

WHEREAS, the Mayor of the Town of West Pelzer is authorized to appoint members to commissions, subject to approval by the Council of the Town of West Pelzer.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of West Pelzer that the Town formally appoints Stone Parsons & Ken Merrill, to the Town Municipal Planning & Zoning Commission for terms as set by Town Code of Ordinances.

Resolution declared and adopted on November 18, 2025.



Jeff Lee
Mayor



Paula H. Payton, MMC, ABL
Town Clerk | Administrator